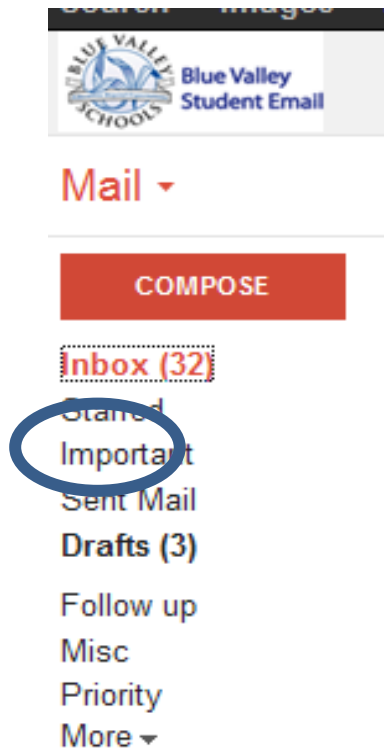
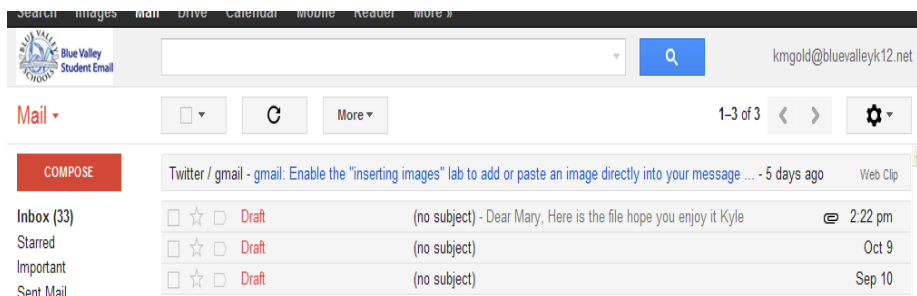


## Drafts Help Document

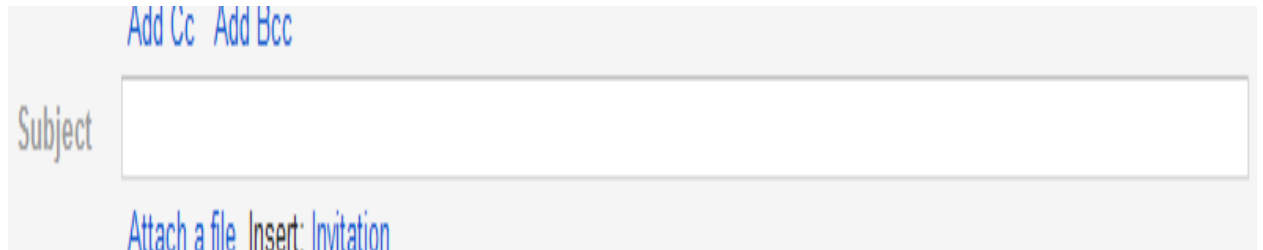
1. Select the drafts button in your email



2. Click the name of the draft that you want.

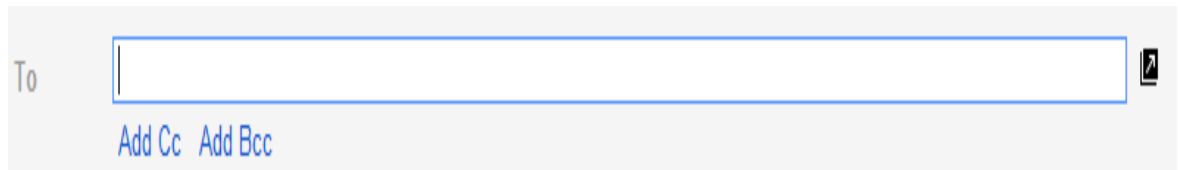


3. Edit the subject of the email



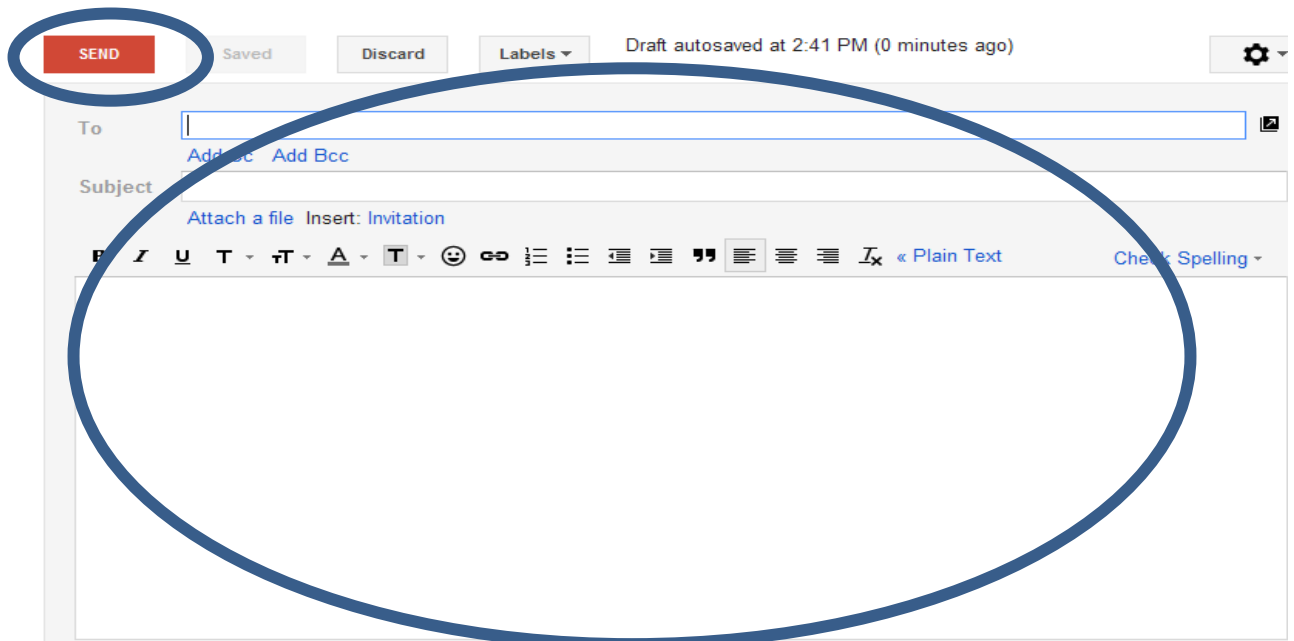
A screenshot of the 'Subject' field in an email composition window. The field is empty and has a light gray border. Above the field, the text 'Add Cc Add Bcc' is visible in blue. Below the field, the text 'Attach a file Insert: Invitation' is visible in blue.

4. Add the email address of the person you want to send it to.



A screenshot of the 'To' field in an email composition window. The field is empty and has a light gray border. Above the field, the text 'Add Cc Add Bcc' is visible in blue.

5. Type your email and send it.



A screenshot of the email composition window. The 'SEND' button is circled in blue. The window shows the 'To' and 'Subject' fields, both empty. Below the fields is a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. The text 'Draft autosaved at 2:41 PM (0 minutes ago)' is visible in the top right corner. A large blue oval is drawn around the entire composition area, including the fields and the text editor.